

PESTICIDE EDUCATIONAL RESOURCES COLLABORATIVE

4th Quarter Report: October 1, 2018 – December 31, 2018
Annual Report: January 1, 2018 – December 31, 2018

Third Operational Year: 1/01/18 – 12/31/18

Cooperative Agreement # X8-83616301
University of California Davis Extension
1333 Research Park Drive
Davis, CA 95618
530-757-8603
pesticideresources.org



PERC

Pesticide Educational Resources Collaborative

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PERC’s Goal and Objective

The objective of the Pesticide Educational Resources Collaborative (PERC) is to implement the development, revision, or update of pesticide safety materials and resources that prevent and reduce pesticide risks to humans, communities, and ecosystems through education and outreach targeted toward agricultural workers, pesticide applicators, and others, through partners and stakeholders. This is complementary of the Environmental Protection Agency’s Strategic Plan, Goal 4: Ensuring the Safety of Chemicals and Preventing Pollution. Reduce the risk and increase the safety of chemicals and prevent pollution at the source.

PERC is a cooperative agreement (#X8-83616301) between the U.S. Environmental Protection Agency’s Office of Pesticide Programs and University of California Davis Extension, in collaboration with Oregon State University.

Submitted to:

U.S. Environmental Protection Agency
Office of Pesticide Programs

Submitted on January 31, 2019 by:

Suzanne Forsyth
PERC Administrator and Co-PI

Quarter 4 Program Highlights and Summary

The 2018 PERC In-Person Advisory Board meeting was in Denver, CO on December 6-7, 2018. Discussion centered on the solicited 2019 Project Ideas and reviewing the PERC projects from the past year with examples of upcoming products.

On PERC's YouTube channel, the English video for Agricultural Workers received 1,775 views and the Spanish version received 1,125 views. The English Pesticide Handler video received 2,019 views and the Spanish version received 990 views.

The PERC website received 203,609 total visits in 2018. The most visited page was the WPS training resources inventory, with 19,104 page views.

PERC resources downloaded in 2018:

| | |
|--|--------|
| How to Comply Manual (in whole or parts) | 12,024 |
| Quick Reference Guide | 10,340 |
| Central Posting Poster – English/Spanish | 5,626 |
| Central Posting Poster – English | 2,270 |
| Central Posting Poster – Spanish | 1,070 |
| Central Posting Poster - Karen | 240 |
| WPS Respiratory Protection Guide | 6,169 |
| WPS Train-the-Trainer Manual (in whole or parts) | 4,860 |
| WPS Pesticide Handler Training PowerPoint | 2,988 |
| WPS Train-the-Trainer PowerPoint | 2,160 |
| WPS Handler Training PowerPoint – Spanish | 1,615 |
| WPS Ag Worker Training PowerPoint | 1,415 |
| Quick Reference Guide – Spanish | 1,353 |
| WPS Ag Worker Training PowerPoint – Spanish | 1,250 |
| WPS Agricultural Employer Handbook | 763 |
| Train-the-Trainer PowerPoint – Spanish | 701 |
| Train-the-Trainer Manual – Spanish (in whole or parts) | 507 |
| WPS Pesticide Handler Training Video | 412 |
| WPS Ag Worker Training Video | 392 |
| WPS Pesticide Handler Training Video – Spanish | 321 |
| WPS Ag Worker Training Video – Spanish | 243 |
| WPS Respiratory Protection Guide – Spanish | 43 |

PERC continues to expand the availability of resources by collaborating with the National Pesticide Safety Education Center (NPSEC).

NPSEC reported total sales for 2018 (December 2018 was unavailable at time of report submission):

| | |
|------------------------------------|-------|
| Central Posting Poster – English | 5,446 |
| Central Posting Poster – Spanish | 2,506 |
| Central Posting Poster – Karen | 234 |
| WPS Respiratory Protection Guide | 1,912 |
| WPS Agricultural Employer Handbook | 599 |
| How to Comply Manual | 363 |
| Seed Treatment Manual | 133 |
| WPS DVD – English | 21 |
| WPS DVD – Spanish | 25 |

Quarter 4 Objectives and Deliverables

Objective 1: To manage or implement the development, revision and updating of pesticide safety materials to advance the protection of humans, communities, and ecosystems from pesticide illness and injury.

Measure A: Engagement with Stakeholders

| Anticipated out-comes for Q4 | Actual outcomes | Next quarter |
|---|--|---|
| Take advantage of opportunities to engage additional stakeholders. | In October 2018, Kaci Buhl delivered a presentation about PERC resources at the Region 10 Certification & Training (C&T) meeting in Hood River, OR. Also in October 2018, Suzanne Forsyth administered the Tribal Pesticide Program Council (TPPC) Fall meeting in Phoenix, AZ, where she promoted available PERC materials. | Take advantage of opportunities to engage additional stakeholders. |
| Convene Advisory Board meetings in a way that builds community and comradery. | PERC held monthly calls/sent update emails with the Advisory Board, and the Co-Chairs facilitated introductions, information-sharing, and consideration of diverse perspectives. The 3rd Annual In-Person Advisory Board meeting was held December 6-7 in Denver, Colorado. The focus of the meeting was to review projects completed in Year 3, receiving updates on current projects, and to evaluate and score the solicited project ideas for 2019. | Convene Advisory Board meetings in a way that builds community and comradery. |

Measure B: Approval of Materials

| Anticipated out-comes for Q4 | Actual outcomes | Next quarter |
|---|---|---|
| Evaluate all fast-track proposals within two weeks. | PERC would like to offer a WPS toolkit, which would include high quality versions of the worker and handler videos, digital versions of the How to Comply and Train the Trainer manual, to be distributed via lanyard flash drives, as one example. | Evaluate all fast-track proposals within two weeks. |

Measure C: Policies/Procedures

| Anticipated out-comes for Q4 | Actual outcomes | Next quarter |
|---|---|---|
| Track the number of new and/or updated PERC policies and procedures | Implementation of current policies continued. | Track the number of new and/or updated PERC policies and procedures |

Measure D: Technical and Professional Experts

| Anticipated out-comes for Q4 | Actual outcomes | Next quarter |
|---|---|---|
| Track the number and nature of SMEs and/or production professionals retained through fast-track procedures. | <p>In Quarter 4, Jennifer Weber served as coordinator of the Spanish review team for translations provided by the CauseWay Agency. These translations included the How to Comply Manual, Respiratory Protection Guide, and the WPS Handbook for Agricultural Employers. The team consisted of Claudia Arrieta, Esteban Ortiz, Carmina Hanson, Hector Nunez Contreras, and Juan Concha.</p> <p>PERC recruited Sandra McDonald to assist with the Non-Soil Fumigation Manual and Exam Bank project. She drafted a needs assessment survey that PERC will distribute in January 2019 after review.</p> | Track the number and nature of SMEs and/or production professionals retained through fast-track procedures. |

Measure E: Financial Monitoring of Contractors & Sub-awardees

| Anticipated out-comes for Q4 | Actual outcomes | Next quarter |
|--|---|--|
| Solicit quarterly and annual summaries from all sub-awards, detailing their accomplishments in Year 3. | Sub-awardee activity for OSU is reflected in all quarterly and annual reports and is included in the Other (indirect exempt) category. Financial monitoring of OSU expenditures is tracked quarterly upon receipt and review of their invoices. | Continue to report sub-award activities as per all quarters. |

Measure F: Materials Development

| Anticipated out-comes for Q4 | Actual outcomes | Next quarter |
|---|--|---|
| Track the number of new and/or updated (completed) educational resources. | <p>In November 2018, the Spanish version of the WPS Respiratory Protection Guide was completed and posted online.</p> <p>The Spanish version of the WPS Ag Employer Handbook was completed and posted online in December 2018.</p> | Track the number of new and/or updated (completed) educational resources. |

Measure G: Planning Time-bound Materials Development

| Anticipated out-comes for Q4 | Actual outcomes | Next quarter |
|--|---|--|
| Track the number of new and/or updated time-bound project plans. | <p>No new project plans were implemented in Q4.</p> <p>The 2019 call for project ideas yielded many new projects that were discussed and rated at the In-Person Advisory Board meeting in Denver, CO.</p> | Track the number of new and/or updated time-bound project plans. |

Objective 2: To enhance the capabilities of partners and stakeholders to develop and implement programs/activities that prevent and reduce pesticide risks to humans, communities, and ecosystems.

Measure A: Materials for Modification & Transfer

| Anticipated out-comes for Q4 | Actual outcomes | Next quarter |
|--|--|--|
| Make modifiable versions of new PERC materials available 100% of the time when produced in Adobe InDesign or Microsoft Office Suite. | <p>PERC WPS materials are available in a format that can be modified by the individual to fit their particular region's needs.</p> <p>In accordance with PERC policy, PERC C&T materials are available in a format that can be modified, but requires a signed agreement from an agency representative to bar the file from being shared widely.</p> | Make modifiable versions of new PERC materials available 100% of the time when produced in Adobe InDesign or the Microsoft Office Suite. |

Measure B: Inventory of Resources

| Anticipated out-comes for Q4 | Actual outcomes | Next quarter |
|--|---|--|
| Maintain the inventory of training resources on the PERC website by adding new items as identified, removing outdated items as requested, and responding to stakeholder needs. | Ongoing management of training resources continues. | Maintain the inventory of training resources on the PERC website by adding new items as identified, removing outdated items as requested, and responding to stakeholder needs. |

Measure C: PERC Website

| Anticipated out-comes for Q4 | Actual outcomes | Next quarter |
|---|---|---|
| Maintain the PERC website, including the status page (quarterly). | Ongoing management of the PERC website continues. | Maintain the PERC website, including the status page (quarterly). |

Measure D: Planning and Reporting

| Anticipated out-comes for Q4 | Actual outcomes | Next quarter |
|---|---|--|
| Submit quarterly reports within 30 days of the close of the quarter | <p>PERC submitted the third quarterly report for Year 3 was on 10/31/19 and within 30 days of the close of the quarter, which ended on September 30, 2018.</p> <p>This quarterly report includes a summary of expenditures, purchases, and other fiscal activities; a side-by-side comparison of actual accomplishments vs. project accomplishments; proposed timelines/milestones.</p> | Submit quarterly reports within 30 days of the close of the quarter. |

Measure E: Capacity Building

| Anticipated out-comes for Q4 | Actual outcomes | Next quarter |
|---|---|---|
| Take advantage of efficient opportunities to engage additional stakeholders. | <p>In October 2018, Kaci Buhl delivered a presentation about PERC resources at the Region 10 Certification & Training (C&T) meeting in Hood River, OR.</p> <p>Also in October, Suzanne Forsyth administered the Tribal Pesticide Program Council (TPPC) Fall meeting in Phoenix, AZ. Suzanne promoted available PERC materials during the meeting.</p> | Take advantage of efficient opportunities to engage additional stakeholders. |
| Convene Advisory Board meetings in a way that builds community and comradery. | <p>PERC held monthly calls/sent update emails with the Advisory Board, and the Co-Chairs facilitated introductions, information-sharing, and consideration of diverse perspectives.</p> <p>The 3rd Annual In-Person Advisory Board meeting was held December 6-7, 2018 in Denver, CO. The focus of the meeting was to review projects completed in Year 3, receiving updates on current projects, and to evaluate and score the solicited project ideas for 2019.</p> | Convene Advisory Board meetings in a way that builds community and comradery. |

Objective 3: To protect humans, communities and ecosystems from illness and injury caused by exposure to pesticides through education and outreach targeted toward agricultural workers, pesticide applicators, handlers, and others.

Measure A: Plain Language and Literacy Levels

| Anticipated out-comes for Q4 | Actual outcomes | Next quarter |
|--|---|--|
| 100% of materials should meet goals appropriate for the identified target audience, which may include trainers (12th grade reading level), trained professionals (10th grade reading level), the general public (8th grade reading level) or other types of user groups. Occasionally, the time-sensitive nature of the resource may make reading-level modifications untenable. | The Spanish translations of the WPS Respiratory Protection Guide and WPS Ag Employer Handbook were reviewed by Subject Matter Experts (SMEs) to keep in line with the appropriate reading-levels of the English versions. | 100% of materials should meet goals appropriate for the identified target audience, which may include trainers (12th grade reading level), trained professionals (10th grade reading level), the general public (8th grade reading level) or other types of user groups. Occasionally, the time-sensitive nature of the resource may make reading-level modifications untenable. |

Measure B: Formats of Materials

| Anticipated out-comes for Q4 | Actual outcomes | Next quarter |
|--|---|--|
| PERC and its project teams will evaluate the need to duplicate any materials produced, considering the potential need for indoor/outdoor settings, language needs, and/or visual representations. If one of these duplications is large in scope, it would have to be prioritized (green-lighted) by the Advisory Board, and a project plan created. | PERC WPS materials are available in a format that can be modified by the individual to fit their particular region's needs. | PERC and its project teams will evaluate the need to duplicate any materials produced, considering the potential need for indoor/outdoor settings, language needs, and/or visual representations. If one of these duplications is large in scope, it would have to be prioritized (green-lighted) by the Advisory Board, and a project plan created. |

Measure C: Material Format and Availability

| Anticipated out-comes for Q4 | Actual outcomes | Next quarter |
|--|---|---|
| Summarize the items completed by PERC and through PERC collaborations, identifying the method of accessibility for stakeholders. | PERC continues its collaboration with NPSEC to offer printed hard copies of PERC materials, including the WPS Ag Employer Handbook, Seed Treatment Manual, WPS Ag Worker and Pesticide Handler training videos, and the Spanish National WPS Manual for Trainers. | Summarize the items completed by PERC and through PERC collaborations, identifying the method of accessibility for stakeholders |

Measure D: Promotion of Materials

| Anticipated out-comes for Q4 | Actual outcomes | Next quarter |
|---|--|---|
| Take advantage of efficient opportunities to engage additional stakeholders. | In October 2018, Kaci Buhl delivered a presentation about PERC resources at the Region 10 Certification & Training (C&T) meeting in Hood River, OR. Also in October, Suzanne Forsyth administered the Tribal Pesticide Program Council (TPPC) Fall meeting in Phoenix, AZ. Suzanne promoted available PERC materials during the meeting. | Take advantage of efficient opportunities to engage additional stakeholders. |
| Advisory Board members should present and discuss PERC as they engage with their respective constituencies. | Caroline Kirby presented about PERC and its mission at the Minnesota Pest Management Association board meeting on October 16. She requested that they submit project ideas for 2019. On December 14, Elizabeth Buffington spoke about the availability of PERC materials at the Agrotourism Destination Safety and Health Best Practices Workshop in Iowa City, IA. | Advisory Board members should present and discuss PERC as they engage with their respective constituencies. |
| Use an email distribution list or lists for individuals interested in WPS materials assembled and/or produced by PERC | Ongoing management of email lists continues. Current subscriptions to the PERC email lists include: percupdates: 286 perc-agemploy: 40 perc-handlers: 25 perc-workers: 20 perc-trainers: 84 | Use an email distribution list or lists for individuals interested in WPS materials assembled and/or produced by PERC |

Difficulties and Departures

Initiated in April 2018, the translation and review of the PERC Central posting poster and AFOP ag Worker training flipchart into multiple languages was much more complicated than we had thought. We had to 1) secure initial translations of the items and 2) secure qualified SME reviewers to assure technical accuracy. Despite exhaustive means to communicate with recruited reviewers, we lost contact a few reviewers and so some items had to be tabled (e.g., Karen flipchart, Russian flipchart, and Tagalog flipchart).

As part of its subaward for Project year 2018, Oregon State University took on some additional work and we expanded their budget and outputs. We amended their subaward from \$100,000 to \$125,000 and they added to their plate a handful of the project ideas approved by the Advisory Board for 2018. These included: 1) creation of short, self-contained videos with excerpts of full-length WPS video(s) by PERC; 2) creation of an image/video library for other educators to use in programming; 3) layout of multi-lingual content into flip chart(s) and central posting poster(s) for further review; and 4) creation of an interactive web-based English/Spanish dictionary of pesticide terms, using content from SMEs, for further review. These items are yet to be completed as of 12/31/18. OSU has not yet expended all of its Year Three funding and has requested a no-cost extension to use the rest of the funds in 2019 to finish up the deliverables in their work plan. UCDE has approved the request. See more explanation on page 27.

Sub-Awards, Contracts and Other Agreements

As part of its project proposal, UCDE named Oregon State University as a collaborator and therefore was not required to compete this sub-award further. Dr. Craig Marcus and Kaci Buhl now serve as co-PIs. Under Kaci's direction, OSU helped to create publications/documents identified through PERC needs assessments, wrote publications/documents on topics that fell within existing areas of expertise, built, housed and maintained the PERC website, and developed and maintained an inventory of existing pesticide safety materials. The total amount of this sub-award in Project Year 2018 for 1/1/18 through 9/30/18 is \$83,000.76 and the total including Quarter 4 will be reported in an amended report. The total for Project Year 2018 is not expected to exceed the negotiated \$125,000 amount.

Quarterly Budget Expenditures

Quarter 4: October 1, 2018 – December 31, 2018

| | Qtr4 Actual | Budgeted Annual | % Used of Annual |
|-------------------------------|------------------------|----------------------------|-----------------------------|
| Project Year 2018 | | | |
| A. Personnel | \$38,783 | \$100,697 | 38.51% |
| B. Benefits | \$14,453 | \$44,984 | 32.13% |
| C. Travel | \$3,681 | \$9,792 | 37.60% |
| D. Equipment | \$0 | \$0 | -- |
| E. Program Supplies | \$83 | \$743 | 11.13% |
| F. Contractual | \$0 | \$336,827 | -- |
| G. Construction | \$0 | \$0 | -- |
| H. Other | \$3,313 | \$42,798 | 7.74% |
| H. Other (indirect exempt) | \$18,255 | \$141,238 | 12.93% |
| I. Indirect Costs | \$29,722 | \$267,921 | 11.09% |
| Total Expenses: | \$108,290 | \$945,000 | 11.46% |

Resources used for the fourth quarter amount to \$108,290, representing 11.46% of the total annual budget. UCDE expects a few remaining Q4 items to post in early 2019 and will submit an amended report at that time. These additional direct expenses will be reflected in a subsequent draw-down and amended report. A summary of cumulative expenses by Quarter appears in the annual reporting on page 28.

Year 3: 2018 Program Highlights and Summary

PERC's major activities were informed and promoted by a diverse Advisory Board (AB) representing key groups of stakeholders from different geographic regions and sectors. They represented their constituencies on needs of time-sensitive materials, participated in prioritization, reviewed draft materials produced through the cooperative agreement, and promoted finished products in their regions/sectors.

Quarter 1:

In February 2018, the [Worker Protection Standard Compliance Assistance Library](#) (WPS-CAL) was unveiled. This collection of educational resources helps people who work on farms, orchards, forests, and other agricultural establishments comply with the updated WPS. The new suite was promoted through PERC email lists and nationwide stakeholders, including the American Association of Pesticide Safety Educators (AAPSE), Association of American Pesticide Control Officials (AAPCO), and Association of Farmworker Opportunity Programs (AFOP).

Suzanne Forsyth and Kaci Buhl attended the 2018 AAPCO Annual Conference in Alexandria, VA from March 5-7, 2018. They met with regional and national stakeholders and apprised them on the status of PERC projects, while seeking additional input on emerging priorities. During the 3-day meeting, PERC coordinated with NPSEC on a display table highlighting current PERC materials available for print from the PERC website or for order through NPSEC.

Using a national solicitation process, the following Advisory Board members were selected for Project Year 2018:

1. Lisa Blecker, University of California
2. Elizabeth Buffington, Iowa State University
3. Melanie Forti, Association of Farmworker Opportunity Programs
4. Carmina Hanson, North Carolina Department of Agriculture and Consumer Services
5. Natalie Hoidal, University of Minnesota Extension
6. Nick Hurwit, U.S. EPA Region 10
7. Caroline Kirby, Plunkett's Pest Control
8. Charles Moses, Nevada Department of Agriculture
9. Amy Sullivan, Association of American Pesticide Control Officials
10. Derrick Terada, U.S. EPA Region 10
11. Jolene Warnke-Roszel, Montana Department of Agriculture
12. Rebecca Young, Farmworker Justice

The Year 3 Advisory Board lacked representation from the Tribal, Northeast and Southern state constituencies. Steve Kenyon from Massachusetts had agreed to serve but later withdrew due to work demands. We were not able to recruit a replacement after he resigned.

Quarter 2:

PERC completed the English videos for training agricultural workers and pesticide handlers in June 2018. The Spanish videos were completed in July 2018. Both languages are accompanied by closed caption versions.

PERC began the process of translating selected WPS resources into more languages, including Hmong, Haitian-Creole, Karen, Vietnamese, Russian, Tagalog, and Traditional Chinese. This aligned with PERC's objective to create and update pesticide safety materials to reduce risk to humans, communities, and ecosystems.

Quarter 3:

In Quarter 3, PERC announced the availability of five new products, including: 1) the highly anticipated WPS agricultural worker and pesticide handler training videos in English and Spanish; 2) the online WPS Train-the-Trainer Course; 3) the National WPS Manual for Trainers in Spanish; 4) the Seed Treatment National Pesticide Applicator Study Manual; and 5) the WPS Handbook for Agricultural Employers. With the release of the videos and online course, PERC has completed a robust and comprehensive suite of WPS training materials.

PERC recruited Spanish Subject Matter Experts (SMEs) for the review of new publications in the works including the How to Comply Manual, Respiratory Protection Guide, and the WPS Handbook for Agricultural Employers. The team included Kristiana Illies, Claudia Arrieta, Esteban Ortiz, Carmina Hanson, and Hector Nunez Contreras. Juan Concha, who served as an Advisory Board member and on the Central Posting project, also joined the team.

In September 2018, PERC published the call for 2019 Project Ideas. The final submission deadline was November 2, which allowed time for reviewing and sharing with the Advisory Board prior to the December In-Person Advisory Board meeting.

Objectives and Deliverables

Objective 1: To manage or implement the development, revision and updating of pesticide safety materials to advance the protection of humans, communities, and ecosystems from pesticide illness and injury.

Measure A: Engagement with Stakeholders

| Anticipated out-comes | Actual outcomes |
|--|---|
| Take advantage of opportunities to engage additional stakeholders. (Q1-Q3) | <p>Suzanne Forsyth and Kaci Buhl attended the 2018 Association of American Pesticide Control Officials (AAPCO) Annual Conference in Alexandria, VA from March 5-7, 2018. On March 6, PERC projects and objectives were presented to approximately 200 AAPCO members, EPA officials, tribal pesticide program staff, and pesticide industry representatives.</p> <p>Suzanne Forsyth administered the Tribal Pesticide Program Council (TPPC) meeting in Alexandria, VA from March 7-9, 2018. Suzanne presented PERC projects and resources.</p> <p>On April 17, Kaci Buhl presented the new PERC WPS Compliance Assistance Library to Oregon State University Extension Agents.</p> <p>Advisory Board members, Jolene Warnke-Roszel and Derrick Terada, attended the Western Regional Pesticide Managers Meeting in Bismarck, ND on May 9 and presented current PERC materials and projects.</p> <p>Advisory Board member, Charles Moses, attended the 2018 Advanced Enforcement Pesticide Inspector Regulatory Training (PIRT) in Savannah, GA on behalf of PERC and on June 10 conducted a needs assessment for the upcoming PERC WPS Inspector Pocket Guide project.</p> <p>In July, Kaci Buhl promoted PERC resources at two WPS training events in Oregon for nursery employers and pesticide handlers.</p> <p>Advisory Board member, Natalie Hoidal, participated in the respirator collaboration team at the NPSEC PACT (Pesticide Applicator Certification & Training) workshop in San Antonio, TX in August. This team plans to meet quarterly with the goal to produce a toolkit of respirator posters, presentations, and workshop materials. She introduced the idea of collaborating with PERC to assist with material development or host the toolkit on the PERC website.</p> <p>On August 8 in Parker, AZ, Kaci promoted PERC resources and collaboratively delivered a presentation with Jennifer Weber (AZ Department of Agriculture) and Katy Wilcoxon (EPA Region 9).</p> <p>At the ASPCRO (Association of Structural Pest Control Regulatory Officials) Structural Fumigation Committee in San Antonio, TX on August 20, Kaci publicized PERC's upcoming Certification & Training efforts. On August 24, Kaci delivered a presentation called "Education Resource Update" where she highlighted PERC resources.</p> |

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| | <p>On September 7, Kaci advertised the new WPS Handbook for Agricultural Employers in a newsletter item to be distributed by the Oregon Department of Agriculture's Pesticides Division.</p> <p>In September, PERC published the call for Project Ideas for 2019. The Advisory Board will discuss and prioritize the submissions at the in-person meeting in December.</p> |
| Convene Advisory Board meetings in a way that builds community and comradery. (Q1-Q3) | PERC communicated with the Advisory Board monthly, and the Co-Chairs facilitated introductions, information-sharing, and consideration of diverse perspectives. |
| Attend AAPCO annual meeting, and/or other national/regional forum(s), promote PERC materials and solicit needs information. (Q1) | On March 6, Suzanne and Kaci attended and presented PERC projects and objectives at the 2018 AAPCO conference in Alexandria, VA. |
| Attend two or more regional events re: C&T needs assessment. (Q1) | Key personnel attended the 2018 AAPCO conference in March. They connected with stakeholders on current needs in pesticide education and training. |
| Join/monitor C&T working group(s) to solicit needs information. (Q1) | Due to delays in the Certification & Training (C&T) rule implementation, PERC's focus has been on WPS and pesticide educational material development. |
| Publish a solicitation for Year 3 Advisory Board members, to be seated by March 31 st (Q1) | A solicitation for the Project Year 3 Advisory Board was published on January 17. Applications were scored based on qualifications, and acceptances were sent on February 23. |
| Charge Advisory Board members with soliciting "needs" information from their represented constituencies. (Q1) | 2018 Advisory Board members were selected based on qualifications and regional representation. Their knowledge and expertise range from WPS to C&T. |

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| Seek a time slot on the PACT workshop agenda or other national forums(s) to promote PERC materials and/or solicit needs information. (Q2) | <p>A PACT time slot had not been procured at this time, but PERC did find other national forums to promote and solicit needs information.</p> <p>Advisory Board members, Jolene Warnke-Roszel and Derrick Terada, attended the Western Regional Meeting on May 9th and presented current PERC materials and projects.</p> <p>Advisory Board member, Charles Moses, attended the 2018 Advanced Enforcement Pesticide Inspector Regulatory Training (PIRT) in Savannah, GA on behalf of PERC and conducted a needs assessment for the upcoming PERC WPS Inspector Pocket Guide.</p> |
| Induct Year 3 Advisory Board members (Q2) | PERC's 2018 Advisory Board members were selected to represent key groups of stakeholders from different geographic regions and sectors. |
| Attend the PACT workshop (up to 8 AB members travel). (Q3) | Kaci Buhl attended the PACT workshop in San Antonio, TX, on August 22. She presented with NPSEC's Tom Smith, highlighting the PERC/NPSEC partnership. |
| Convene a needs-assessment workshop (in person) to facilitate collaborative prioritization of resource needs, to include catering. (Q3) | <p>An in person needs-assessment workshop was not convened.</p> <p>In September, PERC published the call for Project Ideas for 2019. The Advisory Board will discuss and prioritize the submissions at the in-person meeting in December.</p> |

Measure B: Approval of Materials

| Anticipated outcomes | Actual outcomes |
|---|---|
| Evaluate all fast-track proposals within two weeks. (Q1-Q3) | <p>The Advisory Board was presented with a project for translations of the Central Posting Poster in other languages. PERC's Project Officer, Jeannie Kasai, requested information from Regions about the most common agricultural languages, excluding Spanish.</p> <p>The translation of materials into other languages was approved by the Advisory Board and they responded to a poll on the most needed languages excluding Spanish. PERC is translating the WPS Flipchart and Central Posting Poster into Haitian-Creole, Karen, Hmong, Vietnamese, Russian, Tagalog, and Traditional Chinese.</p> <p>After completion of the online Train-the-Trainer Course, the PERC Advisory Board will explore the option of having the course translated and available in Spanish.</p> <p>Under a contract with U.S. EPA/OPP, The CauseWay Agency translated into Spanish PERC's How to Comply Manual, Respiratory Protection Guide, and the WPS Handbook for Agricultural Employers.</p> |

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| Finalize the list of green- lighted materials that will be produced in wave three (Q2) | <p>Using footage from the worker and handler training videos, PERC will focus on creating short video clips, called WPS/Pesticide Safety 202.</p> <p>The Worker Protection Standard (WPS) Inspector Pocket Guide solicitation was published. In July, PERC revised the original solicitation for the WPS Inspector Pocket Guide into a two-part process, notified the applicants about the change, and then scored the applications based on the new parameters.</p> <p>The WPS Ag Employer Handbook was drafted and formatted in partnership with the CauseWay Agency.</p> <p>Compliance and training for non-soil fumigation exams and manuals were under consideration.</p> |
|--|--|

Measure C: Policies/Procedures

Anticipated out-comes

Actual outcomes

| | |
|--|--|
| Track the number of new and/or updated PERC policies and procedures. (Q1-Q3) | <p>The completion of the Seed Treatment Manual necessitated a new policy regarding compliance and training resources as the market and needs are different from the WPS resources.</p> <p>PERC's Operating Policies were updated and posted in July with the addition of Section 5d: "Special considerations for manuals with associated exams."</p> |
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Measure D: Technical and Professional Experts

Anticipated out-comes

Actual outcomes

| | |
|--|---|
| Distribute solicitations for Year 3 Advisory Board members. (Q1) | A solicitation was published on January 17 and distributed to all PERC email lists and national stakeholders, including AAPSE, AAPCO, and AFOP. |
|--|---|

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|---|--|
| <p>Track the number and nature of SMEs and/or production professionals retained through fast-track procedures. (Q1-Q3)</p> | <p>In Quarter 1, work continued on the worker and handler videos, with Alexandra Lewis-Lorentz as the videographer and Jan Fults as the Project Coordinator. Amy Liebman, David Reddel, Jose Tovar-Aguilar, and Derrick Terada continued as reviewers on the project. The videos were completed in Quarter 2</p> <p>Sandra McDonald continued her work as the Project Coordinator for the Seed Treatment Exam Bank. She completed her work in Quarter 2.</p> <p>The Spanish Train-the-Trainer Manual team was reconfigured with Jennifer Weber joining the existing team as a translator, working in conjugation with Cesar Asuaje under Project Coordinator Amy Sullivan. Quarter 2 saw them completing the translation. In Quarter 3, they completed the review and the manual was published in August 2018.</p> <p>In Quarter 2, leveraging an existing EPA contract, PERC worked with the CauseWay Agency to format the WPS Ag Employer Handbook (English).</p> <p>In Quarter 3, PERC recruited Spanish Subject Matter Experts (SMEs) for the review of new publications in the works including the How to Comply Manual, Respiratory Protection Guide, and the WPS Handbook for Agricultural Employers. The team includes Kristiana Illies, Claudia Arrieta, Esteban Ortiz, Carmina Hanson, Hector Nunez Contreras, and Juan Concha.</p> <p>The WPS Inspector Pocket Guide project scope was revised into a two-part process and after notifying applicants of this change, Amanda Couture and Jeffrey Watts were hired to conduct a national needs assessment.</p> |
| <p>Finalize agreements with Year Three Advisory Board members (Q2)</p> | <p>Caroline Kirby was on-boarded by UCDE as a compensated Advisory Board member.</p> |
| <p>Initiate solicitations for SMEs and/or production professionals after a scoping process for each Wave 3 material. (Q3)</p> | <p>In July, PERC revised the original solicitation for the WPS Inspector Pocket Guide into a two-part process, notified the applicants about the change, and then scored the applications based on the new parameters.</p> <p>The solicitation for Foreign Language Translators and Bilingual WPS Subject Matter Expert Reviewers was published in July 2018.</p> |

Measure E: Financial Monitoring of Contractors & Sub awardees

| Anticipated out-comes | Actual outcomes |
|--|---|
| Solicit quarterly and annual summaries from all sub-awards, detailing their accomplishments in Year Three. (Q1-Q3) | Sub-awardee activity for OSU is reflected in all quarterly and annual reports and is included in the 'Other' category. Financial monitoring of OSU expenditures is tracked quarterly upon receipt and review of their invoices. |

Measure F: Materials Development

| Anticipated out-comes | Actual outcomes |
|---|---|
| Track the number of new and/or updated (completed) educational resources. (Q1-Q3) | <p>The WPS Compliance Assistance Library, formally the WPS Compliance Suite, was completed and announced through PERC email lists on February 21.</p> <p>The Seed Treatment Manual and Exam Bank were completed and can be accessed through a request with EPA.</p> <p>In April 2018, PERC promoted Pennsylvania State's new EPA-approved WPS training videos for workers and handlers: Safety in the Greenhouse: Understanding and Applying the Worker Protection Standard. While these are not PERC products, the resources fill a large gap in the training community. PERC collaborated with Penn state for many months with plans to be able to share these to a wider audience than Penn State was poised to do. PERC shared the video links through PERC's list serves, related associations, and also posted links on the PERC website under WPS resources.</p> <p>The English and Spanish worker and handler training videos were completed in July 2018. Their availability was announced on August 8.</p> <p>On August 13, the National WPS Manual for Trainers in Spanish was publicized.</p> <p>The availability of the Seed Treatment Manual was announced on August 20.</p> <p>On August 28, PERC released the WPS Handbook for Agricultural Employers.</p> <p>The online Train-the-Trainer Course, Web-Based Training for Trainers of Agricultural Workers and Pesticide Handlers under the National Worker Protection Standard (WPS), was announced on September 12.</p> |
| Track the number of Wave two materials that may be incomplete by June 30th when Wave Three will be initiated (Q2) | <p>The English and Spanish worker and handler training videos were not completed until July 2018. Their availability was announced on August 8.</p> <p>On August 13, the National WPS Manual for Trainers in Spanish was publicized</p> <p>The online Train-the-Trainer Course, Web-Based Training for Trainers of Agricultural Workers and Pesticide Handlers under the National Worker Protection Standard (WPS), was announced on September 12.</p> |

Measure G: Planning Time-bound Materials Development

| Anticipated out-comes | Actual outcomes |
|--|---|
| Track the number of new and/or updated time-bound project plans. (Q1-Q3) | The WPS Inspector Pocket Guide was solicited in Quarter 3. The project scope was revised into a two-part process. A national needs assessment was conducted and the project is currently on hold. |

Objective 2: To enhance the capabilities of partners and stakeholders to develop and implement programs/activities that prevent and reduce pesticide risks to humans, communities, and ecosystems.

Measure A: Materials for Modification & Transfer

| Anticipated out-comes | Actual outcomes |
|--|---|
| Make modifiable versions of new PERC materials available 100% of the time when produced in Adobe InDesign or the Microsoft Office Suite. (Q1-Q3) | PERC WPS materials are available in a format that can be modified by the individual to fit their particular region's needs. |

Measure B: Inventory of Resources

| Anticipated out-comes | Actual outcomes |
|--|---|
| Maintain the inventory of training resources on the PERC website by adding new items as identified, removing outdated items as requested, and responding to stakeholder needs. (Q1-Q3) | Management of training resources continued. |

Measure C: PERC Website

| Anticipated out-comes | Actual outcomes |
|---|---|
| Maintain the PERC website, including the status page (quarterly). (Q1-Q3) | Management of the PERC website continued. |

Measure D: Planning and Reporting

| Anticipated out-comes | Actual outcomes |
|---|--|
| Submit quarterly reports within 30 days of the close of the quarter. (Q1-Q3) | <p>The fourth quarterly and annual report for Year Two was submitted within 30 days of the close of the quarter on January 31, 2018.</p> <p>The first quarterly report for Year Three was submitted within 30 days of the close of the quarter on April 20, 2018.</p> <p>The second quarterly report for Year Three was submitted on July 18, 2018 and within 30 days after the close of the quarter (June 30, 2018.)</p> <p>These quarterly reports includes a summary of expenditures, purchases, and other fiscal activities; a side-by-side comparison of actual accomplishments vs. project accomplishments; proposed timelines/milestones.</p> |
| Summarize the results of needs assessment activities, archive the document online, in meeting minutes, or by other means (concurrent with annual approval of each wave of documents). | An in person needs-assessment workshop was not convened. |

Measure E: Capacity Building

| Anticipated out-comes | Actual outcomes |
|--|--|
| Take advantage of efficient opportunities to engage additional stakeholders. (Q1-Q3) | <p>Suzanne Forsyth and Kaci Buhl attended the 2018 AAPCO Annual Conference in Alexandria, VA from March 5-7, 2018. On March 6, PERC projects and objectives were presented to AAPCO members.</p> <p>Suzanne Forsyth administered the Tribal Pesticide Program Council (TPPC) meeting in Alexandria from March 7-9, 2018. Suzanne presented PERC projects and resources.</p> <p>On April 17, Kaci Buhl presented the new PERC WPS Compliance Assistance Library to Oregon State University Extension Agents.</p> <p>Advisory Board members, Jolene Warnke-Roszel and Derrick Terada, attended the Western Regional Meeting on May 9th and presented current PERC materials and projects.</p> <p>Advisory Board member, Charles Moses, attended the 2018 Advanced Enforcement Pesticide Inspector Regulatory Training (PIRT) in Savannah, GA on behalf of PERC and on June 10th conducted a needs assessment for the upcoming PERC WPS Inspector Pocket Guide project.</p> <p>In July, Kaci Buhl promoted PERC resources at two WPS training events in Oregon for nursery employers and pesticide handlers.</p> <p>Advisory Board member, Natalie Hoidal, participated in the respirator collaboration team at the NPSEC Pesticide Applicator Certification & Training (PACT) workshop in Texas in August. This team plans to meet quarterly with the goal to produce a toolkit of respirator posters, presentations, and workshop materials. She introduced the idea of collaborating with PERC to assist with material development or host the toolkit on the PERC website.</p> <p>On August 8 in Parker, AZ, Kaci promoted PERC resources and collaboratively delivered a presentation with Jennifer Weber (AZ Department of Agriculture) and Katy Wilcoxon (EPA Region 9).</p> <p>At the Association of Structural Pest Control Regulatory Officials (ASPCRO) Structural Fumigation Committee in San Antonio, TX on August 20, Kaci publicized PERC's upcoming Certification & Training efforts. On August 24, Kaci delivered a presentation called "Education Resource Update" where she highlighted PERC resources.</p> <p>On September 7, Kaci advertised the new WPS Handbook for Agricultural Employers in a newsletter item to be distributed by the Oregon Department of Agriculture's Pesticides Division.</p> <p>In September, PERC published the call for 2019 Project Ideas. The Advisory Board will discuss and prioritize the submissions at the in-person meeting in December.</p> |

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|---|---|
| Convene Advisory Board meetings in a way that builds community and comradery. (Q1-Q3) | PERC communicated with the Advisory Board monthly, and the Co-Chairs facilitated introductions, information-sharing, and consideration of diverse perspectives. |
|---|---|

Objective 3: To protect humans, communities and ecosystems from illness and injury caused by exposure to pesticides through education and outreach targeted toward agricultural workers, pesticide applicators, handlers, and others.

Measure A: Plain Language and Literacy Levels

| Anticipated outcomes | Actual outcomes |
|--|--|
| 100% of materials should meet goals appropriate for the identified target audience, which may include trainers (12th grade reading level), trained professionals (10th grade reading level), the general public (8th grade reading level) or other types of user groups. Occasionally, the time-sensitive nature of the resource may make reading-level modifications untenable. (Q1-Q3) | <p>The worker and handler video scripts have been written to be easily understood, but still contain the necessary information. The process has been a collaborative effort between PERC Subject Matter Experts (SMEs) and the US EPA.</p> <p>The Seed Treatment Exam Bank and manual have been written using resources from different states to be accessible to those pursuing professional training. Some aspects may exceed 10th grade reading level due to the technical nature of the material.</p> <p>The worker and handler training video scripts have been written to be easily understood, but still contain the necessary information. The process has been a collaborative effort between PERC Subject Matter Experts (SMEs) and the US EPA.</p> <p>The Spanish Train-the-Trainer Manual was translated to match the reading level of the English manual.</p> <p>The online Train-the-Trainer Course was created from the Train-the-Trainer Manual and reflects the same reading level.</p> |

Measure B: Formats of Materials

| Anticipated outcomes | Actual outcomes |
|--|--|
| PERC and its project teams will evaluate the need to duplicate any materials produced, considering the potential need for indoor/outdoor settings, language needs, and/or visual representations. If one of these duplications is large in scope, it would have to | WPS materials are available in a format that can be modified by the individual to fit their particular region's needs. |

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| be prioritized (green-lighted) by the Advisory Board, and a project plan created. (Q1-Q3) | |
|---|--|

Measure C: Material Format and Availability

Anticipated outcomes

Actual outcomes

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| Summarize the items completed by PERC and through PERC collaborations, identifying the method of accessibility for stakeholders. (Q1-Q3) | <p>The WPS Compliance Assistance Library was completed in February 2018 and available through the PERC website.</p> <p>The English worker and handler training videos were completed in June 2018 and will be made available on the PERC website.</p> <p>The Seed Treatment Manual and Exam Bank were completed in August. The exam bank can be accessed through a request with the EPA. The material is password protected and cannot be made available to the general public to maintain the integrity of the questions. A sample of the Seed Treatment Manual is available on the PERC website.</p> <p>The Causeway Agency created Spanish base translations for the WPS Employer Handbook, How to Comply Manual and the Respiratory Protection Guide.</p> <p>The online Train-the-Trainer Course is hosted by eXtension and their help desk team will handle technical concerns.</p> <p>PERC continues its collaboration with NPSEC to offer printed copies of PERC materials.</p> |
|--|--|

Measure D: Promotion of Materials

Anticipated outcomes

Actual outcomes

| | |
|--|---|
| Take advantage of efficient opportunities to engage additional stakeholders. (Q1-Q3) | <p>Suzanne Forsyth and Kaci Buhl attended the 2018 Association of American Pesticide Control Officials (AAPCO) Annual Conference in Alexandria, VA from March 5-7, 2018. On March 6, PERC projects and objectives were presented to AAPCO members.</p> <p>Suzanne Forsyth administered the Tribal Pesticide Program Council (TPPC) meeting in Alexandria from March 7-9, 2018. Suzanne presented PERC projects and resources.</p> <p>On April 17, Kaci Buhl presented the new PERC WPS Compliance Assistance Library to Oregon State University Extension Agents.</p> |
|--|---|

| | |
|---|---|
| | <p>Advisory Board members, Jolene Warnke-Roszel and Derrick Terada, attended the Western Regional Meeting on May 9th and presented current PERC materials and projects.</p> <p>Advisory Board member, Charles Moses, attended the 2018 Advanced Enforcement Pesticide Inspector Regulatory Training (PIRT) in Savannah, GA on behalf of PERC and on June 10th conducted a needs assessment for the upcoming PERC WPS Inspector Pocket Guide project.</p> <p>In July, Kaci Buhl promoted PERC resources at two WPS training events in Oregon for nursery employers and pesticide handlers.</p> <p>Advisory Board member, Natalie Hoidal, participated in the respirator collaboration team at the NPSEC PACT workshop in Texas in August. This team plans to meet quarterly with the goal to produce a toolkit of respirator posters, presentations, and workshop materials. She introduced the idea of collaborating with PERC to assist with material development or host the toolkit on the PERC website.</p> <p>On August 8 in Parker, AZ, Kaci promoted PERC resources and collaboratively delivered a presentation with Jennifer Weber (Arizona Department of Agriculture) and Katy Wilcoxon (EPA Region 9).</p> <p>At the ASCPRO Structural Fumigation Committee in San Antonio, TX on August 20, Kaci publicized PERC's upcoming Certification & Training efforts. On August 24, Kaci delivered a presentation called "Education Resource Update" where she highlighted PERC resources.</p> <p>On September 7, Kaci advertised the new WPS Handbook for Agricultural Employers in a newsletter item to be distributed by the Oregon Department of Agriculture's Pesticides Division.</p> <p>In September, PERC published the call for Project Ideas for 2019. The Advisory Board will discuss and prioritize the submissions at the in-person meeting in December.</p> |
| Promote PERC at the annual AAPCO meeting (Q1) | <p>On March 6, Suzanne and Kaci met with AAPCO members to discuss PERC projects. A display was setup to share current PERC materials available for print from the PERC website or for order through NPSEC.</p> |

Advisory Board members should present and discuss PERC as they engage with their respective constituencies. We should track examples (dates, locations, audiences). (Q1-Q3)

Jolene Warnke-Roszel promoted PERC materials at her pesticide applicator trainings on February 6 (Billings, MT), February 9 (Billings, Montana), March 6 (Missoula, MT), March 9 (Missoula, MT), and March 15 (Helena, MT).

Charles Moses gave a WPS presentation, referencing available PERC materials, on February 20 in Las Vegas, NV. On March 16, he conducted a WPS handler training program referencing the PERC website.

Elizabeth Buffington wrote a blog article titled, "New Resource Explains the Revised Worker Protection Standard (WPS)" on March 1. She also presented a WPS worker/handler training on March 24 in Boone, IA where she referenced the PERC website as a resource.

Lisa Blecker used the National Worker Protection Standard: A Manual for Trainers in her English Train the Trainer workshops and provided chapters 4-10 and glossary to the Spanish workshops. She led trainings on February 21 (Ventura, CA), February 23 (Santa Paula, CA), February 27 (Monterey, CA), March 20 (San Diego, CA) and March 28 (Oroville, CA).

Natalie Hoidal promoted PERC's Respirator Guide at in-person workshops April 4-6. She also promoted the Respirator Guide during a webinar on April 30.

Jolene Warnke-Roszel shared PERC resources in her state during trainings on April 11-13 and May 1-2.

Jolene Warnke-Roszel and Derrick Terada, attended the Western Regional Meeting and presented current PERC materials and projects on May 9.

On May 10 Betsy Buffington discussed the PERC website during a Worker/Handler WPS Training event in Boone, IA.

Charles Moses attended the 2018 Advanced Enforcement Pesticide Inspector Regulatory Training (PIRT) in Savannah, GA and conducted a needs assessment for the upcoming WPS Inspector Pocket Guide.

Jolene Hendrix shared PERC resources during trainings on July 11 & 12 in Billings and Havre, MO.

Natalie Hoidal discussed PERC's resources with many growers, including leaders of the Minnesota Fruit and Vegetable Growers Association, as a part of work-related scoping project over the summer.

Betsy Buffington wrote a blog post for ISU's Integrated Crop Management website about PERC's new online Train-the-Trainer Course. The blog post is available at <https://crops.extension.iastate.edu/blog>.

Carmina Hanson included a slide in her presentations with information about available PERC materials and a link to the website during 38 different outreach events on behalf of the North Carolina Department of Agricultural and Consumer Services. These presentations included topics such as recertification, WPS updates and field safety.

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|---|---|-------------------|--|------------|------------|------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|
| Use an email distribution list or lists for individuals interested in WPS materials assembled and/or produced by PERC (Q1-Q3) | <p>Ongoing management of email lists continues.</p> <p>Current subscriptions to the PERC list serves are as follows:</p> <table><tr><td>Quarter 1:</td><td>Quarter 2:</td><td>Quarter 3:</td></tr><tr><td>percupdates: 246</td><td>percupdates: 261</td><td>percupdates: 275</td></tr><tr><td>perc-agemploy: 30</td><td>perc-agemploy: 33</td><td>perc-agemploy: 37</td></tr><tr><td>perc-handlers: 17</td><td>perc-handlers: 19</td><td>perc-handlers: 22</td></tr><tr><td>perc-workers: 17</td><td>perc-workers: 18</td><td>perc-workers: 19</td></tr><tr><td>perc-trainers: 65</td><td>perc-trainers: 70</td><td>perc-trainers: 76</td></tr></table> | | | Quarter 1: | Quarter 2: | Quarter 3: | percupdates: 246 | percupdates: 261 | percupdates: 275 | perc-agemploy: 30 | perc-agemploy: 33 | perc-agemploy: 37 | perc-handlers: 17 | perc-handlers: 19 | perc-handlers: 22 | perc-workers: 17 | perc-workers: 18 | perc-workers: 19 | perc-trainers: 65 | perc-trainers: 70 | perc-trainers: 76 |
| Quarter 1: | Quarter 2: | Quarter 3: | | | | | | | | | | | | | | | | | | | |
| percupdates: 246 | percupdates: 261 | percupdates: 275 | | | | | | | | | | | | | | | | | | | |
| perc-agemploy: 30 | perc-agemploy: 33 | perc-agemploy: 37 | | | | | | | | | | | | | | | | | | | |
| perc-handlers: 17 | perc-handlers: 19 | perc-handlers: 22 | | | | | | | | | | | | | | | | | | | |
| perc-workers: 17 | perc-workers: 18 | perc-workers: 19 | | | | | | | | | | | | | | | | | | | |
| perc-trainers: 65 | perc-trainers: 70 | perc-trainers: 76 | | | | | | | | | | | | | | | | | | | |
| Promote PERC at the PACT workshop. (Q3) | Kaci Buhl attended the PACT workshop in San Antonio, TX on August 22. She presented with NPSEC’s Tom Smith, highlighting the PERC/NPSEC partnership. | | | | | | | | | | | | | | | | | | | | |

Difficulties and Departures

A carryover project from Project Year 2017, the translation of the PERC Train-the-Trainer (TTT) manual from English into Spanish was slow to catch up to speed. We had hoped to finish in Q2 but it was completed in August. The same team was working on the TTT online course, which had a higher priority than the manual translation.

The completion of many long-term projects comes with its rewards – and challenges! Perhaps the only major difficulty we encountered this quarter was the collision of several major projects all entering the final production phase at the same time.

Sub-Awards, Contracts and Other Agreements

As part of its project proposal, UCDE named Oregon State University as a collaborator and therefore was not required to compete this sub-award further. Dr. Craig Marcus and Kaci Buhl now serve as co-PIs. Under Kaci's direction, OSU helped to create publications/documents identified through PERC needs assessments, wrote publications/documents on topics that fell within existing areas of expertise, built, housed and maintained the PERC website, and developed and maintained an inventory of existing pesticide safety materials. The total amount of this sub-award in Project Year 2018 for 1/1/18 through 9/30/18 is \$83,000.76 and the total including Q4 will be reported in an amended report. The total for Project Year 2018 did not exceed the negotiated \$125,000 amount. As mentioned on page 10, there are still a few projects yet to complete in early 2019 and OSU has not yet expended all of its Year Three funding. They have requested and UCDE has approved a no-cost extension to use the rest of the funds in 2019 to finish up the deliverables in their work plan. The delay in completion was because OSU needed vital feedback from the Advisory Board in December 2018 and there was not enough time in the rest of the month to incorporate all of the feedback into the projects before they launched.

Year 3: 2018 Annual Budget Expenditures

Year 3 2018: January 1, 2018 – December 31, 2018

| | Q1 | Q2 | Q3 | Q4 | Cumulative | Budgeted Annual | Carryover from 2016/17* | Budgeted Annual, New | % Used of New Annual |
|---------------------------------|-----------------|------------------|------------------|------------------|------------------|------------------|-------------------------|----------------------|----------------------|
| Project Year 2018 | | | | | | | | | |
| A. Personnel | \$24,290 | \$25,387 | \$25,397 | \$38,783 | \$113,857 | \$100,697 | \$11,000 | \$111,697 | 101.93% |
| B. Benefits | \$10,845 | \$12,287 | \$11,381 | \$14,453 | \$48,966 | \$44,984 | \$5,000 | \$49,984 | 97.96% |
| C. Travel | \$842 | \$0 | \$0 | \$3,681 | \$4,523 | \$9,792 | \$35,498 | \$45,290 | 9.99% |
| D. Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | -- |
| E. Program Supplies | \$39 | \$442 | \$476 | \$83 | \$1,040 | \$743 | \$1,903 | \$2,646 | 39.30% |
| F. Contractual | \$16,599 | \$55,520 | \$18,438 | \$0 | \$90,557 | \$336,827 | \$604,824 | \$941,651 | 9.62% |
| G. Construction | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | -- |
| H. Other | \$11,453 | \$1,460 | \$4,025 | \$3,312 | \$20,251 | \$42,798 | \$214,075 | \$256,873 | 7.88% |
| H. Other (indirect exempt) | \$0 | \$32,796 | \$26,388 | \$19,123 | \$78,307 | \$141,238 | \$0 | \$141,238 | 55.44% |
| Total Direct Costs | \$64,068 | \$127,892 | \$86,105 | \$78,567 | \$357,502 | \$677,079 | \$872,300 | \$1,549,379 | 23.07% |
| I. Indirect Costs | \$32,034 | \$47,548 | \$29,859 | \$29,722 | \$139,164 | \$267,921 | \$409,987 | \$677,908 | 20.53% |
| Sub-total | \$96,103 | \$175,441 | \$115,964 | \$109,158 | \$496,666 | \$945,000 | \$1,282,287 | \$2,227,287 | 22.39% |
| Less UCDE cost-share w/indirect | | | | | TBD | | | | |
| | | | | | | | | | |
| Total Expenses: | | | | | TBD | | | | |

*UCDE preserved the category for each all Carryover funds, with the exception of Personnel and Benefits. Those funds were transferred from the Contractual line balance.

Resources used during Q1-4 of Project Year 2018 amount to \$496,666 representing 52.56% of the total annual (original) budget of \$945,000. Unexpended funds from Project Years 2016/17 were carried forward to 2018 and appear in the "Carryover from 2016/17" column above. The amounts are \$872,300 in direct costs plus \$409,987 in indirect costs, amounting to \$1,282,287 total. This results in

an amended budget for Project Year 2018 total of \$2,227,287. The \$496,666 expended in Project Year 2018 represents 22.39% of the amended amount with all carryover.

UCDE expects a few remaining items to post in early 2019 (e.g., OSU subaward invoice, travel expenses to attend the annual in-person Advisory Board meeting, others) and will submit an amended report in February. Similarly, UCDE's cost sharing commitment will be reported in the amended report and the carryover from Project Years 2016-2018 should be available at that time as well.